



The City of Morgantown

389 SPRUCE STREET
MORGANTOWN, WEST VIRGINIA 26505
(304) 284-7431 TDD (304) 284-7512
FAX (304) 284-7534 www.morgantown.com

June 26, 2012

**RE: CASE No. V12-23 / Glenmark Holding, LLC / 9 Sterling Drive
Tax Map 31, part of former Parcel 107**

Dear Property Owner:

The City's Planning and Zoning Code requires notification of property owners within two-hundred (200) feet of a site where certain land development and/or land use decisions are required by the Planning Commission or Board of Zoning Appeals.

Michael Saab, on behalf of Glenmark Holding, LLC, has submitted a **Variance** petition for property located at **9 Sterling Drive**. A map is enclosed with this letter illustrating the location of the subject site.

The **Board of Zoning Appeals** will consider this request at a public hearing on:

Wednesday, July 25, 2012 at 6:30 PM
City Council Chambers, City Hall, 389 Spruce Street

Project Description:

The petitioner seeks to construct a one-story, 6,000 square foot strip commercial development at the corner of Earl Core Road and Sterling Drive. The proposed development program requires variance relief from Article 1353.04 as it relates to the minimum side setback and Article 1353.05 as it relates to minimum building height, which must be reviewed and approved by the Board of Zoning Appeals.

Should you have any questions concerning this petition or require special accommodations to attend the hearing noted above, please call the Planning Division at 304-284-7431 or email to cfletcher@cityofmorgantown.org. Written comments may be submitted to this email address or by mail to the Planning Division address noted above.

The agenda for this hearing and related staff reports will be posted on the City's website, www.morgantown.com, approximately one week before the hearing.

Respectfully,

Christopher M. Fletcher, AICP
Director of Development Services

Enclosure: Site map

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